

Fall management Team
Meeting Summary
September 13 & 14, 2012
5 South Last Chance Gulch, Helena, MT 59620

Team members present: Steve Barry, Gayle Lambert, Pam Bunke, Mike Ferriter, Diana Koch, Cindy McKenzie, Jo Acton, Rhonda Schaffer, John Daugherty, Bob Anez, Pat Smith and Tom Wilson (for Leroy Kirkegard)

Staff: Mark Johnson, Myrna Omholt-Mason (absent)

Guest: Greg DeWitt

September 13, 2012

Mike Ferriter opened the meeting at 1:00 p.m.

MCA/Leadership meeting- general discussion

Ferriter said need to celebrate success with leadership and MCA conference last month. He noted strong use of internal resources at MCA.

He mentioned Rae Forseth, Lisa Hunter, Tom Wilson, Bob Anez, Steve Barry, and Cindy McKenzie as being strong contributors.

Wilson said he liked the discussion and “buzz” among corrections officials at MCA.

Bunke said she was rejuvenated and people were able to take positive perspectives back to work with them.

Barry said it came together because of Ferriter’s leadership and direction.

Ferriter said DOC was able to get agenda out there and was supported by Lisa Hunter and Rae Forseth. He suggested having video conference with Missouri DOC’s reentry officials at future reentry task force meeting.

Population management

Mark Johnson outlined FY2012 ADP at end of year. The numbers show that the male prison population is shrinking. Will need big changes in male prison population projection at October 19 population management team meeting because end-of-year figure is 85 below projection for the year. The current trend shows the population should not grow beyond facility capacities.

Schaffer said that difference is small compared to the population and closer than it used to be to actual outcome.

Daugherty said statistics is working on improving data for youth system. IT will develop regular updates on youth population once enhancements are done.

Contract reporting

Schaffer recounted the process for reporting status of contracts by liaisons. Said on-time reporting dropped to 83.5% in fourth quarter of FY2012. Schaffer outlined reporting rates for each division, from 64% to 100%.

Ferriter said we need to remember commitment to the Legislative Audit Committee to do better at reporting of contracts' status.

Barry asked if MOUs are to be treated differently in quarterly reporting if no money involved, but Schaffer said they have to be handled the same as other agreements.

Fleet management

Schaffer summarized leased vehicle reports regarding vehicle use, including days used, miles driven and cost per mile for each vehicle.

Benefits of leasing over owning is that when there are so many miles on leased vehicles, the department can swap them out for ones with fewer miles and don't incur maintenance costs of owning cars with high mileage. Also, we track efficiency of vehicles in accordance with governor's energy reduction initiative.

Schaffer said we have only two vehicles assigned to individuals. They are used only for emergency callouts. She said reports only as good as quality of information provided to compile them.

Cell phones

The reimbursement for staff using their own SmartPhones may need to be adjusted to reflect true costs to staffers. She will find out what other agencies reimburse. Daugherty said the issue of ensuring security with mobile devices remains a concern. Bunke said cellphones can help locate prerelease offenders.

Budget update

Schaffers' division has submitted EPP requests and is waiting to hear back from the budget office. She is waiting to get the final budget report on end of fiscal year 2012.

Team members reported satisfaction with communication with their department budget analysts, although Acton said she has not had much contact with her analyst. She said her analyst may be focusing on dealing with and educating new staff at MSP.

Victim programs

Hilander reported VINE expansion is due to be operational Oct. 8, 2012. In 1994 the department was one of the first nation-wide correctional agencies to use VINE, but the system didn't include any offenders outside of prison. The system eventually expanded to include alternative programs. Federal grant and state funding dollars are used now to include changing status of offenders on probation and parole. Appriss will do four days of staff training on Nov. 5-9, 2012. The training may be in Helena and involve others via video conferencing or there could be training sessions around the state. How many P&P

officers are to be involved in the training needs to be determined. The training will touch upon the overall program and inputting changes in status and others for administrative personnel who actually do notification.

Hilander said she also is working on electronic registration system for victims to register with DOC and their victim information would be automatically entered into OMIS. Montana Interactive working on its part of the process.

Hilander will apply for technical assistance grant from National Institute of Corrections to do training for victim-offender dialogue facilitator. The department only has three trained facilitators.

Barry asked about marketing of victim programs. Hilander said they need to know at time of prosecution of notification process, but many not ready to consider that then. Victims often aren't ready to consider any sort of connection with offender at time of prosecution. Some need a lot of time to pass before ready to deal with offender.

Victim-impact panels at Elkhorn and MWP started this year. Acton said sometimes participants sympathize with offender problems.

Bunke said Helena Prerelease Center said panels there running very well. Hilander said she can help line up victims for panels, but difficult until have panels scheduled.

Daugherty said BJS has said that notification standard DOC submitted has been adopted nationally. Montana is the first state to use it.

DOC legislation

Koch explained proposed DOC bill for the 2013 session. Only in first draft stage and have numerous reviews to go through before decisions are made on what they will look like and whether they will be introduced.

Legal opinion on renovation of Mental Health Nursing Care Center in Lewistown

Koch says legal opinion from legislative attorney says project not legal, but notes that governor can authorize transfer of money for emergency repair or renovation of state buildings. It also notes that there is no definition of emergency. The issue is to come before Legislative Finance Committee in two weeks.

Department grants

Lambert said DOC received technology education grant for inmates. The program will serve adult and juvenile offenders. The goal is to increase employability in technology-based fields by increasing digital literacy skills.

Start with 24 inmates at MSP and 15 at MWP. Curriculum has not been finalized. It is a 12-month grant, starting Oct. 1. Lambert says partnering with colleges, tribes, Job Service and Billings Area Reentry Task Force was one of the reasons the department received the grant. Total budget is \$432,000. No state match required.

Another \$150,000 grant focuses on MWP inmates with CD issues and children. Focus on those with dangerous relationships and children-bonding issues. The grant may be able to enhance parenting program at MWP.

Bunke said DOC expects to receive “smart probation” grant that would allow addressing of offender needs that reduces recidivism. Want to hire resource offices in Great Falls, Missoula and Billings to target resources in communities that are willing to work with offenders. We will be able to increase capacity in probation and parole. Need to determine caseload officer can handle depending how much attention offenders need. Money also would help training POs in sex offender assessments and on how to do motivational interviewing and to do evaluation of process. Want to do cognitive behavior training for 275 higher-risk offenders. Grant is for \$497,862, starts Oct. 1 and lasts two years.

Reentry

Anez provided signs to be distributed throughout corrections facilities that contain the definition of recidivism and the description of the offender population targeted by the reentry initiative. He also explained the use of BaseCamp website or information about the reentry initiative. The participation list has grown to 95 with the addition of many P&P officers.

Visitation is part of the reentry process. Ferriter said may need to have case managers meet in first visit. Daugherty said can pull data on visiting among target population. Lambert said they are considering bringing in family members for next STEPS graduation to hear testimonials of graduates.

Corrections Advisory Council bill

Anez summarized a proposed bill that would create a council made up of 10 members and charged with, among other things, developing offender population projections.

Public comment

None.

The team adjourned at 4:50 p.m. until 8:30 a.m. Friday.

Summary prepared by Bob Anez

September 14, 2012

Mike Ferriter opened the meeting at 8:30 a.m.

Team members present: Steve Barry, Gayle Lambert, Pam Bunke, Mike Ferriter, Diana Koch, Cindy McKenzie, Jo Acton, Rhonda Schaffer, John Daugherty, Bob Anez, Pat Smith and Tom Wilson (for Leroy Kirkegard)

Staff: Myrna Omholt-Mason

Guest: Jessica Rhoades

LEGISLATIVE PLANNING - General Discussion

Beginning in January daily legislative roundtable meetings will be held in the EOC to discuss proposed legislation that could impact the department. Rehearsals of management team budget presentations will be scheduled. Diana Koch will prepare a guide that will outline how the department's legislative procedure works relative to bill review, assigning key staff to track legislation, department bill sponsorship, and committee testimony.

Mr. Anez stated during the 2011 session, the subcommittees only wanted discussion of decision packages the administrator's were proposing. Key department staff will meet with newly elected subcommittee members in late November to brief them about our agency. The biennial report is a critical educational tool for legislator to review as it gives a clear and concise snapshot of the department.

Ms. Schaffer's budget staff will prepare budget notebooks for team members. The issue of wages should be incorporated into administrators' legislative presentations regarding how the oil boom is impacting their respective divisions relative to staff retention.

ADMINISTRATOR'S REPORTS:

Each division's communication plan was projected on the screen and discussed individually regarding accuracy of information. Information Technology division was the only plan that was current. Mr. Ferriter said the goal of the discussion was to remind each team member the importance of being committed to their respective plans.

Myrna Omholt-Mason:

Electronic training forms are very problematic regarding ensuring all the proper staff has seen the form, clicked their approval and forwarded it onto the next person in the process. General consensus is the process needs to be streamlined and make the form more user friendly. Mr. Barry said he would have his training bureau staff work on the project.

Bob Anez:

The Culinary Arts program at Passages in Billings will host an appetizer reception in the capitol rotunda after 5:00 pm on Jan. 14. This will be an opportunity for each division to have a display board showcasing their department's efforts regarding the reentry initiative. Gayle Lambert will be the point person on organizing travel/lodging for the female offenders. The Department of Labor has agreed to help with costs.

Basic information outlining visitation rules at MSP (and other secure facilities) needs to be posted in a visible place where visitors congregate. Visitor clothing is the major reason visitors are denied access to the prison. A suggestion was made to have shoe coverings as well as over-large t-shirts available to visitors that aren't in compliance with the dress code. One time only and if, on the next visit, the visitor is not dressed properly, they will be refused to enter the facility.

Mr. Anez showed various pages of charts and graphs that will be included in the 2013 biennial report. For each page that was shown, there was discussion of suggested

changes/deletions/headings/or leave as is. The Executive Summary will be an overview of the last two years. Health care will have a full page write-up explaining how the agency is working on controlling medical costs. Each team member will be given a copy of charts/graphs pertaining to their department for review before publication. Charts will be printed specific to each division's legislative presentation to reflect statistics contained in their decision packages.

Tom Wilson and Pat Smith:

Mr. Smith said 18 MSP staff registered and completed the NIC staff analysis training. The prison has an automated message giving weekly updates (2408) relative to changes happening at MSP and MCE. This is an effective tool to keep staff informed of current events.

AW Wilson made a power point regarding the reentry initiative and presented it at the warden's staff meeting. It explained four questions: who (risk); what (need); how (treatment/resources); and how well (fidelity/metrics). John Daugherty will send the link to team members for their review.

Jo Acton:

MWP will be utilizing six beds at the correctional facility in Great Falls for female offenders that are close to discharge or are non-compliant with programming. Ms. Koch will review the contract language and coordination of duties as it will be a separate contract from what the department currently has with Cascade County. The target date to transfer offenders is Oct. 15.

Joan Daily is the new deputy warden for treatment. Oct. 4 is the target date to have risk/needs assessments completed for all offenders.

The raised-bed gardening project is nearing completion and installation of a security fence will be done in the near future.

Ira Eakin:

The department has three cases pending in the 9th Circuit Court of Appeals. Oral arguments for the cases are scheduled to take place in Seattle. There are 66 additional active cases not including general counsel cases. 9th Circuit cases are the most labor intensive for staff attorneys as well as cases that are direct appeals to the Montana Supreme Court.

Steve Barry:

In the near future, online performance appraisals will be available to supervisors. Supervisors can create their own templates but certain competencies are mandatory and need to be included on the appraisal.

The new employee health care center is now open and expansion to other cities is being looked into. State employees will be covered by a new health plan insurer and he urged the team to have their staffs attend one of the information sessions that explain what changes are going to occur.

Scott Catey is the new PREA coordinator. He will work closely with Laura Janes. They will compare federal rules with existing DOC policies as well as develop training.

The emergency preparedness information on the department's web site will be restricted to key staff. Mr. Daugherty will ensure the link is secure. The department's emergency radio system channel plans are currently being updated and training regarding the updates will be scheduled.

Ken McElroy will retire the end of Dec. 2012. The HR bureau chief positing will be opened for internal recruitment on Sept. 19. The vacant policy specialist position has not as yet been approved for posting per the governor's office. Department statistics show a 22% turnover. Strategies need to be developed that recognize the need to address salaries globally incorporating internal equity with external competitiveness.

Rhonda Schaffer:

An all facility health meeting is scheduled for Oct. Dr. Rantz will retire at the end of the year and quickly finding a replacement is imperative. The doctor and nurse practitioner at MWP are working well and the medical needs of female offenders are being met.

Computer based training will be available dealing with early return to work as well as work place safety.

A training regarding correctness of staff writing will be scheduled. This is a valuable course for staff involved in legislative/legal dealings.

John Daugherty:

Sarah Lyytinen is doing an excellent job of updating both our web pages. He urges team members to view their respective sites, create a work group, and work with Sarah to keep information fresh.(Example is contracts link under AFSD on the Intranet.)

A work group will meet in Oct. with four vendors relative to video visitation. The fee to use video will be the actual cost of the visit, there will be no additional costs added.

A new application will be used at the daily legislative roundtables. Go To Meeting will be replaced with LINK, which is less costly and has greater capability than GO. Software will be installed on applicable staff computers.

His division is reviewing their policies with a target date of Oct. 1 to have broader policies with less detail. New guidelines relative to the protection of individuals' social security numbers will be implemented. Social security numbers will only be used if there is a compelling business need. All department laptops and USB devices are encrypted but there is no standard security measures when mobile computing devices are used. Department of Administration is developing a policy to address information security within each division.

Gayle Lambert:

MCE teaching staff will stress the importance of obtaining GED's. Coordination of information regarding high and low side education classes will be implemented as to what is being taught, when classes are scheduled, etc. High side education classes are now under MCE's vocational education program and modular units will be used.

Cindy McKenzie:

Youth Services juvenile interstate is working with the national office on implementing data systems. Scheduling all juvenile officers for training will be challenging.

Pine Hills communication fare is Oct. 3rd. The garden at Pine is flourishing and the grow tube will be operational next spring. Pine will also be contributing data into the Performance Base Standards program. A surprise finding is the common denominator for male youth delinquency is exposure to domestic violence and neglect, not sexual abuse as previously believed.

All youth correctional facilities were visited by the budget director, key budget staff, Mr. Ferriter, Ms. McKenzie and key youth services staff.

PamBunke:

Nexus treatment center is under a 21-day quarantine as a case of chicken pox has been diagnosed. Offender movement is currently on hold and staff is prioritizing who to vaccinate.

The superintendent position at the boot camp will be posted in the near future. The biomass burner will be inspected as smoke is entering the facility through the duct work.

Public comment:

None

Next meeting date: TBD